



Information for Town Meeting Members Regarding the October 2025 Needham Special Town Meeting

From: Moderator Michael K. Fee

Hello Town Meeting Members. I look forward to seeing you all at the Special Town Meeting on October 20, 2025.

Presentation Format Used for the October 2025 Special Town Meeting

There have been no changes to the procedures we will use to address the articles in the Special Town Meeting Warrant. Proponents of articles and the Finance Committee may post summary materials on the town website in advance of Special Town Meeting. These materials may be PowerPoint slides or similar tools that will provide Town Meeting Members with an advance summary of the presentation they will hear live at Special Town Meeting. These summary materials will be organized by article. The summary materials may be accompanied by supporting primary source materials of the kind we have been posting all along such as reports, memos, studies, etc.

We all dislike the last-minute distribution of materials and information of any kind relating to an article that will be considered at Special Town Meeting. To ensure that everyone has a meaningful opportunity to consider the information in advance of Special Town Meeting, all advance materials will be posted on the Special Town Meeting page of the Town website by no later than Friday, October 17, 2025. This will allow the Select Board and Finance Committee to take their final votes this week before our meeting next Monday. We will not have a table at the back of our meeting space with hard copy materials. Between the materials you have received by mail and the information posted by October 17, you will have a complete set of advance materials. The link to the web page is: <https://www.needhamma.gov/5712/October-2025-Special-Town-Meeting>

Consistent with past practice, when we reach an article at Special Town Meeting, I will call on the proponents of a Main Motion under an article to present the basis for the Main Motion to Town Meeting Members. I will seek your unanimous consent to allow a total of no more than 12 minutes for presentation by the proponents and the same amount of time for the delivery of the recommendation of the Finance Committee. Under special circumstances, the Moderator has the discretion to extend a presenter's time.

The Warrant

The Warrant Committee (the Select Board) has prepared the Special Town Meeting Warrant that contains 11 articles. As always, I may be informed prior to Town Meeting that proponents will not present an article, and I will let Town Meeting know when we open Special Town Meeting.

Participating in Town Meeting

We will continue the use of standing microphones for remarks from the floor. These will be placed around the seating areas. Members are asked to use the closest microphone if they wish to speak. The Marshal will help direct you to a microphone and if necessary, adjust it for you. If a member cannot walk to or stand at a microphone, they should contact the Town Manager's office in advance for accommodation at 781-455-7500 extension 0.

You may recall that we had an unfortunate occurrence at the Annual Town Meeting in which individuals seated on the floor who were not elected Town Meeting Members attempted to participate in a voice vote. This is not permitted. For this reason, I will ask all non-Town Meeting Members to take seats in the balcony. I ask all Town Meeting Members to wear their badges and promptly alert the Marshal if they observe or hear a non-Town Meeting Member participating in a vote.

Health and Safety Precautions

Please use common sense when attending Special Town Meeting. If you are ill and could transmit an illness to others, please stay home. If you wish to wear a face mask, feel free to do so.

Conclusion

Thank you for your preparation and participation. We will have a brief performance by some student-musicians at the opening of Special Town Meeting. I look forward to seeing you all at James Hugh Powers Hall on Monday, October 20, 2025.

All the best,

/s/ Michael K Fee

Michael K. Fee

Needham Town Moderator